

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Security Operations

SALARY GROUP: B17

DEPARTMENT: Security Operations

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy Bailey DATE: 08/03/2012

POSITION #: 033223

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in providing consultative services to plan, develop, and implement staffing and armory programs and in preparing program recommendations; assists in the development of program guidelines, policies, procedures, rules, and regulations; and monitors compliance with laws, regulations, policies, and procedures.
- B. Assists in conducting special investigations, surveys, inspections, and reviews; assists with the review of program area operations to identify areas in need of change; assists with the development of plans to improve or address areas of concern; and assists in preparing reports of findings and recommendations.
- C. Participates in the preparation of training and operational manuals and information programs; and assists program staff in determining trends and resolving technical problems.
- D. Provides training to program staff; and provides technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in criminal justice or program administration.
3. Correctional custody experience preferred.

B. Knowledge and Skills

1. Knowledge of standard security practices and procedures for correctional confinement facilities.
2. Knowledge of the principles of research methodology, program evaluation techniques, and general investigation procedures.
3. Knowledge of time and motion study procedures to include calculation of relief factors and other accepted methods for determining staffing requirements.
4. Knowledge of offender classification standards and state, federal, and court mandates related to staffing requirements.
5. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in technical writing.

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10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill in problem-solving techniques.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to train employees.
14. Skill to prepare and maintain complex records and files and reports.
15. Skill to review technical data and prepare technical reports.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.